State of Louisiana
DIVISION OF ADMINISTRATION

COMPREHENSIVE PUBLIC TRAINING PROGRAM

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M E M O R A N D U M

TO: Agency CPTP Coordinators

FROM: Sam Breen and Karen Puckett

DATE: September 6, 2002

RE: CPTP Class Schedule and Program Activities
            September 2002 — January 2003

Enclosed is the CPTP class schedule for September through January, and information about our computer-based training program.   Those of you who are in our email group received notification recently that the schedule was available on the CPTP website, but we wanted to make sure that each of you received a copy of the schedule that you could use for duplication.

At the end of the schedule (pages 14-19), we have included a special section on the classes that are being offered that pertain to the new mandatory training policy implemented by the Department of Civil Service. The classes are divided by supervisory group, and are listed chronologically in this special section. Please note that these are the same class dates that are listed in the front of the schedule, only arranged differently to make it easier for you and your employees to determine which classes they will need to take with regard to mandatory requirements. We will add more classes for January and February in various cities around the state as the demand dictates. The additions to the schedule are published on the CPTP website (www.doa.state.la.us/cptp/cptp.htm) so please visit our website often.

Also enclosed with this mailing is a revised CPTP Class Registration Form. Please discontinue using any other versions of this registration form, and distribute the new form as widely as you can throughout your agency. We are trying to give priority in classes to participants whose jobs fall within the supervisory groups set out in the mandatory training plan, and we've added a section on our registration form to help us facilitate this.

We have renewed our contract with NETg, our computer based training vendor, for another year so we can continue to provide our library of cbt courses to state employees. There are some changes that were made that we'd like to bring to your attention.

First, the courses will no longer be available in diskette format. Our available methods of deployment are taking the courses through the Internet, which requires only a web browser; CDs for individuals who do not have access to the Internet; and an Intranet version for agencies who prefer for their employees to use their agency Intranet instead of the Internet.

Second, we have added some new courses in our library this year: MS Project 2000 Fundamentals, MS Project 2000 Proficient, MS Visio 2000, Coaching: Communicating with Employees, Coaching: Applying the Coaching Process , and Email Etiquette: Writing Effective Email Messages; and we hope you encourage your employees to try them out.

And third, we have removed some of the courses in our library that had very limited use, and those are: WordPerfect 8.0, Lotus Notes R5 Messaging and Working Remotely, Lotus Notes R5 Managing and Sharing Information, MS Outlook 97 Part 1, MS FrontPage 97 Fundamentals, and Employee Performance: The Coaching Edge.

If there are other topics that you would like to see us offer in our computer based training library, please contact Monique Fontenot at the CPTP Office. She'll be happy to discuss this with you.   The new courses that were added to our library were added as a result of agencies who made specific requests. So as you can see, sometimes asking for things really works!

We are planning to schedule a CPTP Coordinators meeting for sometime in the early fall. We had originally thought we could hold it in late September, but it looks like it may be October. We'll keep you posted and give you enough notice so you can plan to attend.

Please don't hesitate to call us or refer employees with questions to us. We hope you will contact us regularly and would welcome any opportunity to come to your agency to discuss how CPTP can help to meet your agency's training needs.

As we always try to say at the end of our correspondence with you, we cannot be successful without you. Thank you for your assistance.

Enclosures: September 2002 — January 2003 Class Schedule
                  Revised CPTP Class Registration Form (Rev. 9/02)
                  FY 2002-2003 Technology-Based Training Request Form